ABSTRACT OF THE DISCLOSURE

A job is selected from a job list, and is either copied or is extracted from a job storage unit. The job, or the copy, is transmitted to a designated destination. A transmission job or a printing job is stored in conjunction with a corresponding execution time in the job storage unit, so that a job can be selected from the job list and the execution time for the selected job can be changed. Further, the jobs stored in the print queue are displayed as a list, and a selected job is moved from the print queue to the job storage unit, so that the printing of the job in the print queue can be performed. In addition, the histories of jobs that were executed are displayed as a list, so that a specific job can be selected and re-executed. Furthermore, a process that is performed is managed for the user who instructed the process. When logout is instructed, management data are examined in order to determine whether there is an unprocessed job that was previously instructed by the user. If an unprocessed job is found, the user is notified. If the operator is a manager, a menu is displayed so that all the jobs in the print queue can be deleted. When jobs are deleted, the owners of the individual jobs are notified. Furthermore, a job that is to be published is selected from the job list and a publication time limit is set. Then, the selected job, accompanied by

its publication time limit, is added to the published information list. The publication time limits for all the jobs included in the list are examined, and the jobs for which the publication time limits have not yet expired are displayed. As a result, the published information can be read or printed by another apparatus.